

DRAFT

Board Packet

Woodbury Leadership Academy Board of Directors Meeting (Regular)
Tuesday, June 27, 2017
6:00 P.M.

Woodbury Leadership Academy School
600 Weir Drive, Woodbury, MN – Room 1500 (1st Grade Pod Area)

Meeting: Board of Directors Regular Meeting

Date: Tuesday, June 27, 2017

Time: 6:00 P.M.

Location: Woodbury Leadership Academy School – 600 Weir Drive, Woodbury, MN 55125 – 1st Grade Pod Area (Room 1500)

AGENDA

1. **Meeting Call to Order and Roll Call**
 - 1.1 Meeting Call to Order (Barbara Young, Board Chair) Info (1 minute)
 - 1.2 Roll Call (Barbara Young, Board Chair & Kylie Griffith, Board Secretary) Info (1 minute)

2. **WLA Mission & Vision**
 - 2.1 WLA Mission (Presenter: Ro Krejci, Board Member) Info (1 minute)
 - The mission of WLA is to empower dedicated staff to deliver academically rigorous curriculum to students and prepare them with exceptional leadership skills.
 - 2.2 WLA Vision (Presenter: Ro Krejci, Board Member) Info (1 minute)
 - The vision of WLA is to be a sustainable K-8 public school where learning empowers students to be future leaders and global citizens.

3. **Approval of Agenda**
 - 3.1 Approval of Meeting Agenda (Presenter: Barbara Young, Board Chair) **Action (1 minute)**

4. **Conflict of Interest Declaration** Info (1 minute)
 - 4.1 Conflict of Interest Declaration (Presenter: Barbara Young, Board Chair)

5. **Approval of Previous Minutes**
 - 5.1 Approval of Previous Meeting Minutes (Presenter: Barbara Young, Board Chair) **Action (2 minutes)**

6. **Public Comment**
 - 6.1 WLA Board of Directors Procedure on Public Comment Info (10 minutes)

*Woodbury Leadership Academy welcomes and values the contribution of stakeholders in creating a learning environment where students can achieve goals and aspirations. Individuals must sign up in advance to speak during the Public Comment by signing up prior to the start of the meeting. **The sign-up ends when the meeting is called to order.** Individuals when addressing the board must indicate their name, connection to the school, and the subject they are addressing, noting if it is related to an agenda specific item or a non-agenda related topic. Individuals will have two (2) minutes to address the board. The Board will not engage in a discussion or debate with individuals, but will take the information and find answers if appropriate. Individuals **MUST NOT** include names of school employees and/or titles, or names of students in their remarks for their own legal protection and the legal rights of staff or students. Issues with school employees should be made directly to the School Administration in accordance with school policy. Professional conduct is expected when participating in the public comment. No protesting, signs, or posters are allowed during open forums. Per Minnesota's Open Meeting Law, if a person becomes disruptive or abusive and chooses to disregard the policy requirements, they will be asked to leave the meeting.*

7. **Committee Reports**
 - 7.1 Governance Committee Report (Presenter: Ro Krejci, Board Member) Info (3 minutes)

8. Board and Administration Reports

- | | | |
|--------------|--|------------------|
| 8.1 | Finance Report (Presenter: Judith Darling, BKDA Representative) | Info (5 minutes) |
| 8.2 | Board Report (Presenter: Barbara Young, Board Chair) | Info (5 minutes) |
| 8.2.1 | Summary of Closed Sessions pursuant to MN Statute 13D.05 | Info (5 minutes) |
| 8.3 | Executive Director Report (Presenter: Bert Strassburg, Executive Director) | Info (8 minutes) |

9. Development & Discussion

- | | | |
|------------|---|-------------------------|
| 9.1 | 2 nd (Final) Reading of Policies 214, 426, 501, 502, 505, 506, 506F, 514 | Discussion (10 minutes) |
| 9.2 | MN School Board Association Membership | Discussion (10 minutes) |
| 9.3 | Facilities Update/Discussion | Discussion (10 minutes) |
| 9.4 | Article: "Innovation: Unleashing Education from Convention" | Discussion (10 minutes) |

10. Consent Agenda

- | | | |
|---------------|--|--------------------------|
| 10.1 | Approval of Consent Agenda (Barbara Young, Board Chair) | Action (1 minute) |
| 10.1.1 | Recommended Financial Statements and Transactions for Approval | |

11. Business/Board Action

- | | | |
|-------------|--|--------------------------|
| 11.1 | Recommended Personnel Transactions
(Presenter: Barbara Young, Board Chair) | Action (1 minute) |
| 11.2 | Approve the 2 nd (Final) Reading of Policies 214, 426, 501, 502, 505, 506, 506F, 514
(Presenter: Barbara Young, Board Chair) | Action (1 minute) |
| 11.3 | Approve WLA membership with the MN School Board Association
(Presenter: Barbara Young, Board Chair) | Action (1 minute) |

12. Board Communication & Future Items

- | | | |
|-------------|--|-----------------------|
| 12.1 | Board Communication (Barbara Young, Board Chair) | Discussion (1 minute) |
| 12.2 | Future Items (Barbara Young, Board Chair) | Discussion (1 minute) |

13. Housekeeping

- | | | |
|-------------|---|-----------------|
| 13.1 | Next Regularly Scheduled WLA Board of Directors Meeting <ul style="list-style-type: none"> • Date: Tuesday, July 25, 2017 • Time: 6:00 P.M. • Location: WLA – 600 Weir Drive, Woodbury, MN 55125 – 1st Grade Pod Area • (Room 1500) – Enter through WLA Front Entrance | Info (1 minute) |
| 13.2 | Delegation of Public Comment Items (if necessary) (Board Chair) | Info (1 minute) |

14. Adjournment

- | | | |
|-------------|---------------------------|--------------------------|
| 14.1 | Adjournment (Board Chair) | Action (1 minute) |
|-------------|---------------------------|--------------------------|

TO: Board of Directors
FROM: Bert Strassburg, Executive Director
DATE: June 27, 2017
AGENDA: Approval of the Agenda
RE: Approval of the Agenda

Recommendation: Approve the agenda of the WLA Board of Directors Regular Meeting for Tuesday, June 27, 2017 as presented.

TO: Board of Directors
FROM: Kylie Griffith, Board Secretary
DATE: June 27, 2017
AGENDA: Approval of Previous Minutes
RE: Approval of Previous Minutes (Thursday, June 8, 2017)

Recommendation: Approve the previous minutes from the WLA Board of Directors Regular Meeting held Thursday, June 8, 2017 at 4:30 PM as presented.

PLEASE NOTE: Meeting Minutes were not available at time of Board Packet publication – Board Secretary stated she will post online next to the Board Packet link on Monday, June 26, 2017.



Woodbury, MN
District 4228

May 2017 Financial Statements

Prepared by:
Judith Darling, CPA
Finance Manager

BKDA
Beltz, Kes, Darling
& Associates
Committed to the Success of Charter Schools

Woodbury Leadership Academy
Woodbury, Minnesota

May 2017 Financial Statements

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Supplemental Information – See Separate Document

Checks and Wires

Cash Receipts

Journal Entries

Woodbury Leadership Academy
Woodbury, Minnesota

May 2017 Financial Statements

Executive Summary

Balance Sheet

The beginning balances shown on the Balance Sheet are based on the actual ending information as of June 30, 2016 while the ending balances reflect the YTD balances.

Cash and Investments represent the amount of cash available to use for the operations of our school.

Accounts Receivable are amounts owed to the school by an outside vendor or parent. Typically this could be for a school lunch program, before/after school program or a vendor credit.

Due From Other Governmental Units represents a credit received from the Department of Revenue related to an Unemployment Insurance Tax reduction.

PY State Aid Receivable represents the amount that the State owes the School for the prior year. This is directly related to the holdback. The majority of this will be paid to the school by the state during August, September, and October of 2016.

CY State Aid Receivable/ (Deferred Revenue) represents the estimated amount that the State owes the School for the current fiscal year. If this amount is negative that indicates that the State has overpaid the school at this point in time.

Federal Aids Receivable represents the amount of federal funds that are owed to the School at this point in time.

Prepays represent items that have been paid for as of June 30th but the expense will not be realized until after July 1.

Salaries and Wages Payable as well as Payroll Deductions and Contributions relate to salaries and benefits owed as of June 30th but will not be paid until after July. This primarily consists of the “summer paychecks” and related benefits for the teachers. Payroll Deductions and Contributions may have a debit balance at month end due to the timing of payments to the vendors.

Accounts Payable represent amounts due to vendors for invoices received but not yet paid as of the end of the period.

The Line of Credit Payable is the amount we owe on the line of credit as of month end. At this time, we do not have a line of credit available to us.

Summary of Key Indicators

- **ENROLLMENT:** Our projected average daily membership (ADM) for the 2016-2017 year is 251 which is three more than our budget of 248!
- **CASH FLOW:** Our cash flow continues to be strong.
- **P&L:** YTD, our net income is \$114,083

Other Items:

- Our fiscal year-end audit is scheduled for September 11th.
- Our budget projects a deficit of \$19,893 but our actual results should reflect a small surplus for the year!

Supplemental Information for May 2017

Reports are provided that show the checks that were written, receipts that were posted, and journal entry transactions that were recorded during May 2017.

Please feel free to contact Judith Darling at judarling@bkda.org or 651-463-2233 ext. 202 should you have questions related to the financial statements.

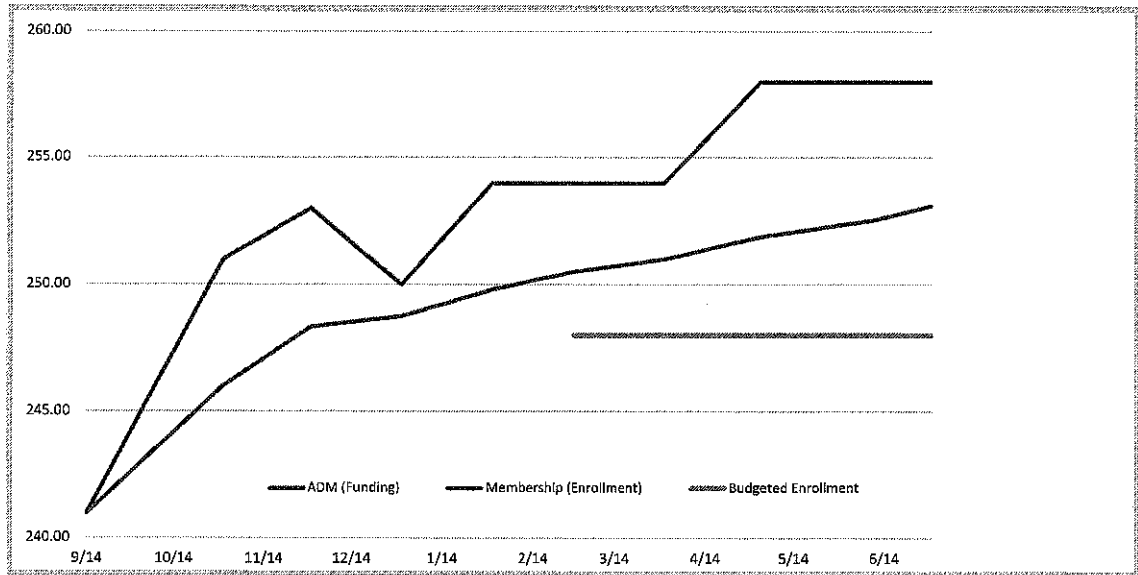
**Woodbury Leadership Academy
Woodbury, Minnesota**

**Attendance / Enrollment Report
2016-2017**

Average Daily Membership (ADM)											
Grade	9/14	10/31	11/30	12/31	1/31	2/28	3/31	5/3	6/11	6/30	
K	46	48	49	50	51	51	52	53	53	53	
1	57	58	58	58	58	59	59	59	59	59	
2	33	34	34	34	34	34	34	35	35	35	
3	32	32	32	32	31	31	31	31	31	31	
4	32	33	34	34	34	34	34	35	35	35	
5	23	24	25	25	25	25	25	25	25	25	
6	8	8	8	8	8	8	7	7	7	7	
7	10	10	9	9	9	9	9	8	8	8	
GRAND TOTAL	241	246	248	249	250	251	251	252	253	253	

Membership (Enrollment) as of:											
Grade	9/14	10/31	11/30	12/31	1/31	3/8	3/31	5/3	6/11	6/30	
K	46	50	50	52	55	55	55	57	57	57	
1	57	59	59	58	59	59	59	59	59	59	
2	33	34	34	33	35	35	35	37	37	37	
3	32	32	32	31	30	30	30	31	31	31	
4	32	34	35	35	35	35	35	36	36	36	
5	23	25	26	26	25	25	25	25	25	25	
6	8	8	8	7	7	7	7	6	6	6	
7	10	9	9	8	8	8	8	7	7	7	
GRAND TOTAL	241	251	253	250	254	254	254	258	258	258	

Budgeted Enrollments as of:											
Grade	9/14	10/31	11/30	12/31	1/31	3/8	3/31	5/3	5/30	6/30	
K	60	60	60	60	51	51	51	51	51	51	
1	66	66	66	66	58	58	58	58	58	58	
2	44	44	44	44	33	33	33	33	33	33	
3	44	44	44	44	31	31	31	31	31	31	
4	44	44	44	44	34	34	34	34	34	34	
5	44	44	44	44	26	26	26	26	26	26	
6	22	22	22	22	7	7	7	7	7	7	
7	20	20	20	20	8	8	8	8	8	8	
GRAND TOTAL	344	344	344	344	248	248	248	248	248	248	



**Woodbury Leadership Academy
Woodbury, Minnesota**

**Balance Sheet
May 31, 2017**

	Balance July 1, 2016	Balance May 31, 2017
<u>Assets</u>		
Current Assets		
Cash and Investments	391,695	512,694
Accounts Receivable	503	503
Due from Other Governmental Units	5,465	0
PY State Aid Receivable	227,641	0
CY State Aid Receivable/(Deferred Rev)	0	232,019
Federal Aids Receivable	7,384	0
Prepaid Expenses and Deposits	37,649	3,588
Total Current Assets	670,337	748,803
Total All Assets	670,337	748,803
<u>Liabilities and Fund Balance</u>		
Current Liabilities		
Salaries and Wages Payable	74,132	63,447
Line of Credit Payable /Loan Payable	0	0
Accounts Payable	14,840	0
Payroll Deductions and Contributions	43,455	33,363
Deferred Revenue	0	0
Total Current Liabilities	132,427	96,810
Fund Balance		
Fund Balance 7-1-2016	537,910	537,910
Net Income To Date	0	114,083
Total Fund Balance	537,910	651,993
Total Liabilities and Fund Balance	670,337	748,803

Woodbury Leadership Academy
Woodbury, Minnesota
Statement of Revenues and Expenditures
May 31, 2017

	FY 2016 Actual 290 ADM	FY 2017 Amended Budget 248 ADM	May 2017 YTD Activity	92% Percent of Amended Budget
General Fund - 01				
Revenues				
State Revenues				
General Education Aid	1,830,586	1,667,712	1,426,189	85.5%
Literacy Aid	23,104	36,233	0	0.0%
Charter School Lease Aid	0	0	0	0.0%
Long-Term Facilities Maintenance Revenue	0	8,486	0	0.0%
Special Education Aid	329,085	311,362	186,638	59.9%
PY Over/Under Accrual	4,225	0	(1,253)	0.0%
Endowment Aid	6,730	6,981	10,171	145.7%
CY Estimated State Aid Receivable/(Deferred Rev)			232,019	0.0%
Total State Revenues	2,193,730	2,030,774	1,853,764	91.3%
Federal Revenues				
Federal CSP Grant (Imp 002)	52,302	0	0	0.0%
Federal CSP Grant \$225K (Imp 003, 9-30-16)	59,702	165,141	165,298	100.1%
Federal Special Education Aid	26,066	38,980	19,971	51.2%
PBIS Individuals with Disabilities Grant		15,000	0	0.0%
Title II	4,540	4,406	185	4.2%
Total Federal Revenues	142,609	223,527	185,454	82.97%
Local Revenues				
Interest Earnings	94	125	143	114.7%
Donations and Grants	4,241	100	88	88.3%
Give to the Max (course 200)	4,017	3,026	3,026	100.0%
Fees from Students (Field Trip, Other)	4,143	6,125	6,873	112.2%
Miscellaneous Revenues	2,072	250	1,450	579.8%
Sale of Merchandise/Fundraising - Net	6,448	1,000	1,939	193.9%
Total Local Revenues	21,015	10,626	13,519	127.2%
Total Revenues	2,357,354	2,264,927	2,052,736	90.6%
Expenditures				
100's Salaries	887,081	906,119	773,104	85.3%
200's Benefits	187,536	206,119	199,548	96.8%
305 Contracted Services	310,196	314,748	309,834	98.4%
315 Technology Services (New Code)	0	12,000	8,407	70.1%
320 Communications Services	0	550	400	72.7%
329 Postage	1,117	750	642	85.6%
330 Utilities	47,158	47,158	47,158	100.0%
340 Property and Liability Insurance	6,244	8,768	8,774	100.1%
350 Repairs and Maintenance	54,218	63,359	53,579	84.6%
360 Transportation for Field Trips	568	3,063	720	23.5%
366 Travel, Conferences, and Staff Training	595	2,000	1,123	56.2%
369 Field Trips / Registration Fees	609	3,063	3,894	127.2%
370 Building Lease	29,492	29,492	29,492	100.0%
370 Other Rentals and Operating Leases	0	250	0	0.0%

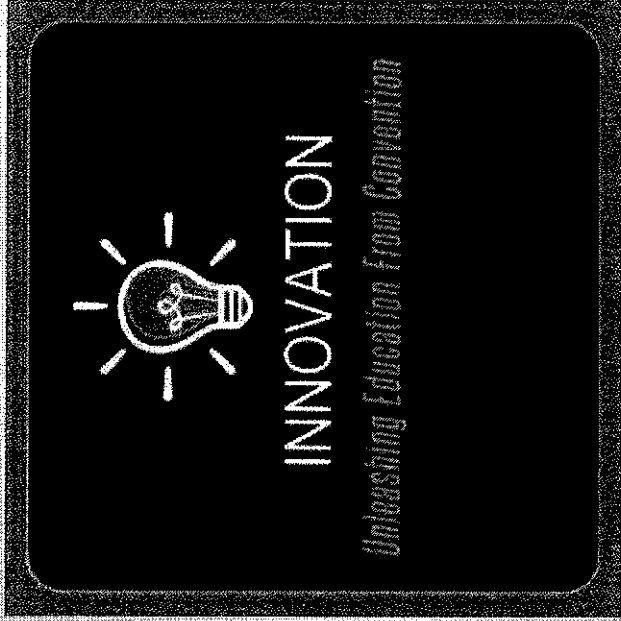
Woodbury Leadership Academy
Woodbury, Minnesota
Statement of Revenues and Expenditures
May 31, 2017

	FY 2016 Actual 290 ADM	FY 2017 Amended Budget 248 ADM	May 2017 YTD Activity	92% Percent of Amended Budget
401 Supplies - Non Instructional	14,612	25,050	10,603.24	42.3%
401 Maintenance Supplies	0	2,000	35	1.8%
405 Non-Instructional Software and Licensing	7,507	10,225	8,262	80.8%
406 Instructional Software		1,200	1,198	99.9%
430 Instructional Supplies	1,340	14,940	12,098	81.0%
455 Non-Instructional Tech Supplies (new code)	0	500	391	78.1%
456 Instructional Tech Supplies (new code)	0	1,000	639	63.9%
460 Textbooks and Workbooks	2,360	10,000	1,657	16.6%
461 Standardized Tests	0	0	0	0.0%
470 Media/Library Resources	0	0	0	0.0%
490 Food Purchased	840	300	698	232.8%
530 Furniture and Other Equipment	0	5,000	0	0.0%
555 Technology Equipment	15,859	1,515	513	33.9%
556 Instructional Technology Equipment (new code)	0	2,485	2,485	100.0%
580 Capital Leases (copier)	1,459	8,499	7,536	88.7%
740 Interest Expense	0	3,000	0	0.0%
810 Judgment Agnst Sch Dist	10,000	0	0	0.0%
820 Dues and Memberships, Fees	28,870	30,133	28,095	93.2%
State Special Ed Expenditures	351,962	333,007	230,622	69.3%
Federal CSP Grant (002)	52,302	0	0	0.0%
Federal CSP Grant (003)	59,702	165,141	166,547	100.9%
Federal Special Education Program	26,066	38,980	21,971	56.4%
PBIS individuals with Disabilities		15,000	10,935	72.9%
Title II	4,540	4,406	185	4.2%
Give to the Max CRS 200	3,061	0	(2,934)	0.0%
Directors Discretionary Fund CRS 104	0	15,000	0	0.0%
Subtotal Expenditures	2,105,292	2,284,820	1,938,213	84.8%
Transfers to Other Funds	0	0	0	
Total Expenditures	2,105,292	2,284,820	1,938,213	84.8%
General Fund Net Income	252,062	(19,893)	114,524	
Beginning General Fund Balance 7-1-2016		410,138	410,138	
Projected Ending General Fund Balance 6-30-2017		390,245	524,662	
		17.1%		

Woodbury Leadership Academy
Woodbury, Minnesota
Statement of Revenues and Expenditures
May 31, 2017

	FY 2016 Actual 290 ADM	FY 2017 Amended Budget 248 ADM	May 2017 YTD Activity	92% Percent of Amended Budget
Fund 04 Program				
Revenues				
040 Tuition Revenue	104,303	5,000	240	4.8%
Total Revenues	104,303	5,000	240	4.8%
Expenditures				
Salaries and Wages	23,858	2,174	0	0.0%
Employee Benefits	3,636	326	0	0.0%
Purchased Services	450	2,500	500	20.0%
Supplies and Materials, Snacks	5,672	0	30	0.0%
Equipment	2,673	0	0	0.0%
Dues and Memberships	0	0	150	0.0%
Total Expenditures	36,289	5,000	680	13.6%
Fund 04 Program Surplus	68,014	(0)	(440)	
Beginning Fund 04 Balance 7-1-2016		127,047	127,047	
Projected Ending Fund 04 Balance 6-30-2017		127,047	127,047	
Total All Funds				
Revenues				
State Revenues	2,193,730	2,030,774	1,853,764	91.3%
Federal Revenues	142,609	223,527	185,454	83.0%
Local Revenues	125,318	15,626	13,759	88.1%
Total Revenues	2,461,657	2,269,927	2,052,976	90.4%
	<small>2,461,657</small>	<small>2,269,927</small>	<small>2,052,976</small>	
Expenditures				
Salaries and Wages	910,939	908,293	773,104	85.1%
Employee Benefits	191,173	206,445	199,548	96.7%
Purchased Services	450,647	487,699	464,523	95.2%
Supplies and Materials	32,330	80,215	35,613	44.4%
Equipment	19,990	17,499	10,534	60.2%
Short Term Financing Costs	0	3,000	150	5.0%
Other (Fundraising, Special Ed, Dues, etc.)	536,503	586,668	455,421	77.6%
Total Expenditures	2,141,582	2,289,820	1,938,893	84.7%
	<small>2,141,582</small>	<small>2,289,820</small>	<small>1,938,893</small>	
Total Revenues All Funds	2,461,657	2,269,927	2,052,976	90.4%
Total Expenditures All Funds	2,141,582	2,289,820	1,938,893	84.7%
Net Income - All Funds	320,075	(19,893)	114,083	
		<small>(19,893)</small>	<small>114,083</small>	
Beginning Fund Balance, All Funds, July 1, 2016	217,835	537,910	537,910	
Projected Fund Balance, All Funds, June 30, 2017	537,910	518,017	651,993	

The Working Budget estimates shown on this report are prepared using both the school's estimates and consultant estimates and are prepared for internal use only. This report has not been compiled, reviewed or audited and should not be relied upon for other uses



Innovation: The Role of Charter School Board

MIN Association of Charter Schools

February 2017

A Basic & Fundamental Premise of Charter Schools

Charters are to be Incubators of Innovation

MINA Association of Charter Schools

February 2017



5 Innovative Purposes of Charter Schools

Defined in MN Statutes 124E.01 [Charter School Law]

MN Association of Charter Schools

February 2017



1 – Increase Learning Opportunities for All Students

What increased learning opportunities has our school created for students?

MN Association of Charter Schools

February 2017



2 – Encourage Use of Different & Innovative Teaching Methods

What innovative or different teaching methods are being implemented in our school?

MN Association of Charter Schools

February 2017



3 – Create Different & Innovative Forms of Measuring Outcomes

What innovative and different forms of measuring outcomes do
we use in our school?

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February 2017



4 – Establish New Forms of School Accountability

What new forms of accountability has our school implemented?



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February 2017

5 – Create New Professional Opportunities for Teachers

What new professional opportunities have we created for teachers in our school?

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February 2017



What is the Definition of Innovation?

Here are Two Definitions of Innovation.

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February 2017



*“Change that creates a new dimension of
performance”*

Peter Drucker



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February 2017

*“The successful exploitation of ideas,
generated at the intersection of invention
and insight which leads to social or
economic value”*

FUTURELAB



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What is an Innovation?

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**A product, process, or strategy that
generates significant positive change in
results or outcomes, creates new value,
and has significant impact!!**

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The 5 Elements of an Innovation



February 2017

MIN Association of Charter Schools

The 5 Elements of an Innovation

1. Significant observable beneficial results
2. Perceived advantage over current ways
3. Must be sustainable
4. Easy to learn
5. Easy to try out, be relevant to the need



Charter School Board's Role & Responsibilities

7 Ways to Fulfill Role & Responsibilities

MIN Association of Charter Schools

February 2017



1] Ensure mission, vision, & values of school embrace the idea of Innovation



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February 2017

2] Ensure strategic plan supports innovative ways of accomplishing goals

MM Association of Charter Schools

February 2017



3] Ensure policies, practices create &
support a sustainable
culture/environment for Innovation

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February 2017



4] Provide resources for development, implementation, & evaluation of innovative practices

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5] Monitor the innovative practices being developed & implemented

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February 2017



6] Ensure School's Annual Report documents Innovative Practices

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February 2017



7] Encourage school staff to share innovative practices with charter community & beyond

MIN Association of Charter Schools

February 2017



Board has an Obligation to ASK Questions of Itself & Administration

MN Association of Charter Schools

February 2017



There are a Series of Questions outlined to assist
your board discussion in:

Innovation: The Role of a Charter School Board of Directors

You can find the document [here](#).

MIN Association of Charter Schools

February 2017





MN ASSOCIATION OF
CHARTER SCHOOLS

Unleashing education from convention

mncharterschools.org

MN Association of Charter Schools

February 2017

TO: Board of Directors
FROM: Bert Strassburg, Executive Director
DATE: June 27, 2017
AGENDA: Consent Agenda
RE: Recommended Financial Transactions for Approval

RECOMMENDATION: Approve the Woodbury Leadership Academy Financial Transactions from May 1, 2017 – May 31, 2017 as presented.

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 05/01/2017 - 5/31/2017

Pay/Void

Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description
ANCH		WX	1	MN UI Fund	05/17/2017	\$1,867.00	3515	E 01 010 203 000 000 280	1st Quarter Unemployment Insurance payme
ANCH		WX	1	Anchor Bank	05/17/2017	\$152.17	3514	E 01 005 110 000 000 305	Account Service charge
ANCH		WX	1	Public Employee Retirement Association	05/15/2017	\$1,147.84	3509	B 01 215 017	Payroll Deductions PERA
ANCH		WX	1	Teachers Retirement Association	05/15/2017	\$5,329.84	3510	B 01 215 018	Payroll Deductions TRA
ANCH		WX	1	Internal Revenue Service	05/15/2017	\$6,579.62	3511	B 01 215 010	Payroll Deductions FICA
ANCH		WX	1	Internal Revenue Service	05/15/2017	\$3,209.75	3511	B 01 215 011	Payroll Deductions Fed Tax
ANCH		WX	1	MN Department of Revenue Service	05/15/2017	\$1,425.61	3512	B 01 215 013	Payroll Deductions MN Tax
ANCH		WX	1	AssociatedBank	05/15/2017	\$270.83	3513	B 01 215 022	Payroll Deductions - HSA
ANCH		WX	1	Trusted Employees	05/22/2017	\$55.50	3532	E 01 005 110 000 000 305	Volunteer
ANCH		WX	1	Trusted Employees	05/22/2017	\$27.50	3532	B 01 215 020	Staff
ANCH		WX	1	Amazon.com	05/22/2017	\$39.31	3525	E 01 010 203 000 000 430	Card stock, construction paper, painters tape
ANCH		WX	1	Amazon.com	05/22/2017	\$99.00	3528	E 01 005 110 000 000 820	Annual Membership Fee
ANCH		WX	1	Amazon.com	05/22/2017	\$13.39	3534	E 01 010 203 000 000 430	Batteries
ANCH		WX	1	Amazon.com	05/22/2017	\$7.49	3536	E 01 005 110 000 000 401	COPY self inking stamp
ANCH		WX	1	Amazon.com	05/22/2017	\$69.86	3537	E 01 010 203 000 000 430	copier paper
ANCH		WX	1	Amazon.com	05/22/2017	\$27.62	3538	E 01 010 203 000 000 430	copier paper - yellow
ANCH		WX	1	Amazon.com	05/22/2017	\$6.29	3541	E 01 010 203 000 000 430	Hatchet book
ANCH		WX	1	Amazon.com	05/22/2017	\$18.99	3542	E 01 010 203 000 000 430	Laminating Pouches
ANCH		WX	1	Amazon.com	05/22/2017	\$64.41	3543	E 01 005 110 000 000 401	Hanging file folders
ANCH		WX	1	Amazon.com	05/22/2017	\$9.99	3545	E 01 010 203 000 000 430	Jumbo craft sticks
ANCH		WX	1	Amazon.com	05/22/2017	\$5.71	3546	E 01 010 203 000 000 430	Transparent color counting chips
ANCH		WX	1	Sam's Club	05/22/2017	\$18.04	3533	R 01 005 000 000 000 619	Supplies for Year end Picnic, water for movie
ANCH		WX	1	Sam's Club	05/22/2017	\$15.92	3533	E 04 005 570 000 000 401	Supplies for Year end Picnic, water for movie
ANCH		WX	1	Sam's Club	05/22/2017	\$289.80	3540	E 01 010 203 000 000 430	Copier paper
ANCH		WX	1	Walmart	05/22/2017	\$32.50	3530	R 01 005 000 000 000 619	Year End Picnic supplies
ANCH		WX	1	Responsive Classroom	05/22/2017	\$345.60	3548	E 01 010 203 000 000 430	Responsive Classroom teacher manuals
ANCH		WX	1	Oriental Trading.com	05/22/2017	\$52.81	3526	R 01 005 000 000 000 619	Stress balls, tatoos, photo props
ANCH		WX	1	Oriental Trading.com	05/22/2017	\$50.93	3531	R 01 005 000 000 000 619	School store items and character posters
ANCH		WX	1	Jones School Supply	05/22/2017	\$147.00	3539	E 01 010 260 000 000 430	Science Fair - 400 participant ribbons
ANCH		WX	1	Dollar Tree	05/22/2017	\$13.00	3529	R 01 005 000 000 000 619	Year End Picnic supplies
ANCH		WX	1	FACEBOOK	05/22/2017	\$46.04	3527	E 01 005 107 000 000 305	Marketing fee
ANCH		WX	1	Valleyfair	05/22/2017	\$706.00	3535	E 01 010 203 000 000 369	5th grade field trip to Valleyfair
ANCH		WX	1	Science Museum	05/22/2017	\$222.00	3544	E 01 010 203 000 000 369	2nd grade field trip
ANCH		WX	1	Minnesota Zoo	05/22/2017	\$482.00	3547	E 01 010 203 000 000 369	4th grade field trip
ANCH		WX	1	MN Association of Charter Schools	05/25/2017	\$447.42	3550	E 01 005 110 000 000 820	Monthly Association Payment

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 05/01/2017 - 5/31/2017

Pay/Void

Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description
ANCH		WX	1 1001	Public Employee Retirement Association	05/31/2017	\$1,185.74	3551	B 01 215 017	Payroll Deductions PERA
ANCH		WX	1 1002	Teachers Retirement Association	05/31/2017	\$5,329.84	3552	B 01 215 018	Payroll Deductions TRA
ANCH		WX	1 1003	Internal Revenue Service	05/31/2017	\$6,591.16	3553	B 01 215 010	Payroll Deductions FICA
ANCH		WX	1 1003	Internal Revenue Service	05/31/2017	\$3,202.42	3553	B 01 215 011	Payroll Deductions Fed Tax
ANCH		WX	1 1004	MN Department of Revenue Service	05/31/2017	\$1,421.30	3554	B 01 215 013	Payroll Deductions MN Tax
ANCH		WX	1 1128	AssociatedBank	05/31/2017	\$270.83	3555	B 01 215 022	Payroll Deductions - HSA
ANCH		WX	1 1019	USPS	05/31/2017	\$252.84	3569	E 01 005 110 000 000 329	Postage
ANCH		WX	1 1027	Amazon.com	05/31/2017	\$13.84	3567	E 01 005 110 000 000 401	Enrollment envelopes
ANCH		WX	1 1027	Amazon.com	05/31/2017	\$16.57	3570	E 01 010 203 000 000 430	Page Protectors
ANCH		WX	1 1027	Amazon.com	05/31/2017	\$32.99	3571	E 01 005 010 000 000 401	Board of Directors - Digital voice recorder
ANCH		WX	1 1027	Amazon.com	05/31/2017	\$6.99	3572	E 01 005 110 000 000 401	Batteries
ANCH		WX	1 1027	Amazon.com	05/31/2017	\$30.86	3573	E 01 010 720 000 000 401	Health Office Supplies - Band Aids, ice pack
ANCH		WX	1 1027	Amazon.com	05/31/2017	\$23.66	3577	E 01 010 203 000 000 430	Construction paper and label tape
ANCH		WX	1 1030	Target	05/31/2017	\$11.04	3566	E 01 005 107 000 000 401	Ice cream sandwiches
ANCH		WX	1 1143	Cub Foods	05/31/2017	\$32.11	3565	E 01 005 107 000 000 401	Ice cream sandwiches
ANCH		WX	1 1170	Oriental Trading.com	05/31/2017	\$95.93	3568	E 01 010 203 000 000 401	Non Instructional Supplies
ANCH		WX	1 1170	Oriental Trading.com	05/31/2017	\$14.99	3568	R 01 005 000 000 000 619	School Store
ANCH		WX	1 1358	Science Museum	05/31/2017	\$54.00	3574	E 01 010 203 000 000 369	Grade 2 Field Trip payment
ANCH		WX	1 1361	Mall of America	05/31/2017	\$217.50	3575	E 01 010 203 000 000 369	Grade 6&7 Field Trip
ANCH		WX	1 1362	The Works	05/31/2017	\$706.00	3576	E 01 010 203 000 000 369	Grade 1 Field Trip
						Check Total:	\$42,807.39		
ANCH	5091	CH	1 1054	Integrative Therapy, LLC.	05/09/2017	\$1,050.00	3498	E 01 010 420 000 740 394	OT: 4/19-4/21/2017 12.5hrs@\$84.00
						Check Total:	\$1,050.00		
ANCH	5092	CH	1 1150	JR Computer Associates	05/09/2017	\$750.00	3499	E 01 005 605 000 000 315	May Tech retainer fee
						Check Total:	\$750.00		
ANCH	5093	CH	1 1240	Keys to Communication	05/09/2017	\$1,402.50	3500	E 01 010 401 000 740 394	Speech: 4/18-4/27/2017 15.5hrs@\$85 2hrs@
						Check Total:	\$1,402.50		
ANCH	5094	CH	1 1334	Mary Kelly	05/09/2017	\$760.00	3501	E 01 010 420 000 419 303	SpEd Director: 4/4-4/26/2017 9.5hrs@\$80
						Check Total:	\$760.00		
ANCH	5095	CH	1 1356	Motion Picture Licensing Corporation	05/09/2017	\$150.00	3502	E 04 005 505 000 000 820	Motion picture viewing license
						Check Total:	\$150.00		
ANCH	5096	CH	1 1233	Reno Mothes	05/09/2017	\$375.00	3503	E 01 010 420 000 740 394	DAPE: 4/5-4/28/2017 7.5hrs@\$50
						Check Total:	\$375.00		

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 05/01/2017 - 5/31/2017

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void	Date	Amount	Voucher #	Account Code	Description
ANCH	5097	CH	1 1116	Strategic Staffing Solutions		05/09/2017	\$525.00	3504	E 01 010 420 000 740 394	Psychologist: 4/7/2017 6hrs@\$87.50
					Check Total:		\$525.00			
ANCH	5098	CH	1 1098	Teachers on Call		05/09/2017	\$520.00	3505	E 01 010 203 000 000 305	GenEd
ANCH	5098	CH	1 1098	Teachers on Call		05/09/2017	\$208.00	3505	E 01 010 420 000 740 307	SpEd
ANCH	5098	CH	1 1098	Teachers on Call		05/09/2017	\$624.00	3506	E 01 010 203 000 000 305	GenEd
ANCH	5098	CH	1 1098	Teachers on Call		05/09/2017	\$176.00	3506	E 01 010 420 000 740 307	SpEd
					Check Total:		\$1,528.00			
ANCH	5100	CH	1 1353	ZT Custom Apparel Printing LLC		05/09/2017	\$29.40	3497	R 01 005 000 106 000 619	Printing 2 color front and back - t-shirts
					Check Total:		\$29.40			
ANCH	5101	CH	1 1205	Volunteers of America-Minnesota		05/09/2017	\$22,751.25	3508	E 01 005 110 000 000 820	FY16-17 Authorizer Fee
					Check Total:		\$22,751.25			
ANCH	5102	CH	1 1008	Beltz, Kes, Darling & Associates		05/22/2017	\$4,650.00	3516	E 01 005 110 000 000 305	May Financial Mgmt and Account Services
					Check Total:		\$4,650.00			
ANCH	5103	CH	1 1291	Booth Law Group, LLC		05/22/2017	\$175.00	3517	E 01 005 111 000 000 305	February Legal Services
					Check Total:		\$175.00			
ANCH	5104	CH	1 1336	Hennepin County Medical Center		05/22/2017	\$711.00	3518	E 01 010 720 000 000 305	GenEd
ANCH	5104	CH	1 1336	Hennepin County Medical Center		05/22/2017	\$82.50	3518	E 01 010 420 000 740 394	SpEd
					Check Total:		\$793.50			
ANCH	5105	CH	1 1054	Integrative Therapy, LLC.		05/22/2017	\$1,995.00	3519	E 01 010 420 000 740 394	OT: 23.75hrs@\$84 4/26-5/5/2017
					Check Total:		\$1,995.00			
ANCH	5106	CH	1 1240	Keys to Communication		05/22/2017	\$1,211.25	3520	E 01 010 401 000 740 394	Speech: 13.25hrs@\$85 5/2-5/11/2017
					Check Total:		\$1,211.25			
ANCH	5107	CH	1 1241	Sheila Merzer		05/22/2017	\$230.00	3521	E 01 010 408 000 740 394	ASD Specialist: 5/1/2017 2hrs
ANCH	5107	CH	1 1241	Sheila Merzer		05/22/2017	\$575.00	3522	E 01 010 408 000 740 394	ASD Specialist: 5hrs 4/21-4/27/2017
					Check Total:		\$805.00			
ANCH	5108	CH	1 1098	Teachers on Call		05/22/2017	\$1,040.00	3523	E 01 010 203 000 000 305	GenEd
ANCH	5108	CH	1 1098	Teachers on Call		05/22/2017	\$1,056.00	3523	E 01 010 420 000 740 307	SpEd
ANCH	5108	CH	1 1098	Teachers on Call		05/22/2017	\$520.00	3524	E 01 010 203 000 000 305	GenEd
ANCH	5108	CH	1 1098	Teachers on Call		05/22/2017	\$208.00	3524	E 01 010 201 000 000 305	Kindergarten
ANCH	5108	CH	1 1098	Teachers on Call		05/22/2017	\$208.00	3524	E 01 010 420 000 740 307	SPED
					Check Total:		\$3,032.00			
ANCH	5109	CH	1 1139	Perplich Center for Arts Education		05/24/2017	\$22,480.57	3549	E 01 005 850 000 348 370	June Lease
					Check Total:		\$22,480.57			

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 05/01/2017 - 5/31/2017

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void	Date	Amount	Voucher #	Account Code	Description
ANCH	5110	CH	1 1082	Delta Dental of MN		05/31/2017	\$773.60	3556	B 01 215 009	June Dental premiums
					Check Total:		\$773.60			
ANCH	5111	CH	1 1064	HealthPartners - Group		05/31/2017	\$4,805.24	3557	B 01 215 008	June medical premiums
					Check Total:		\$4,805.24			
ANCH	5112	CH	1 1054	Integrative Therapy, LLC.		05/31/2017	\$1,743.00	3558	E 01 010 420 000 740 394	OT: 20.75hrs@\$84 5/10-5/19/2017
					Check Total:		\$1,743.00			
ANCH	5113	CH	1 1360	Lifetouch NSS		05/31/2017	\$1,119.23	3559	R 01 005 000 000 000 619	Yearbooks
					Check Total:		\$1,119.23			
ANCH	5114	CH	1 1334	Mary Kelly		05/31/2017	\$2,000.00	3560	E 01 010 420 000 419 303	SPED: 5/2-5/24/2017 25hrs@\$80
					Check Total:		\$2,000.00			
ANCH	5115	CH	1 1097	PLIC - SBD GRAND ISLAND		05/31/2017	\$662.01	3561	B 01 215 007	June Life/AD&D/STDS insurance premiums
					Check Total:		\$662.01			
ANCH	5116	CH	1 1241	Sheila Merzer		05/31/2017	\$690.00	3562	E 01 010 408 000 740 394	SPED: 6hrs@\$115 5/16-5/19/2017
					Check Total:		\$690.00			
ANCH	5117	CH	1 1098	Teachers on Call		05/31/2017	\$312.00	3563	E 01 010 203 000 000 305	Sub Teachers 5/17/2017
					Check Total:		\$312.00			
ANCH	5118	CH	1 1302	Toshiba Financial Services		05/31/2017	\$772.73	3564	E 01 010 605 000 000 380	Copier Lease
ANCH	5118	CH	1 1302	Toshiba Financial Services		05/31/2017	\$361.33	3564	E 01 010 203 000 000 401	Overages
					Check Total:		\$1,134.06			

Bank ANCH Total: \$120,510.00

Report Total: \$120,510.00

WOODBURY LEADERSHIP ACADEMY Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1252	4228	ANCH	CR0517	Credit	A	05/15/17		Check	1	1001						
FY17 IDEAS				4228	R	01	005 000 000	211		FY17 General Education Aid					73,366.30	0.00
														Receipt Total:	\$73,366.30	\$0.00
FY17 IDEAS				Debit	A	05/15/17		Check	1	1001						
				4228	B	01	121 000			MN DEPT OF EDUCATION FY15-16 Special Ed Adjustme					(14,574.57)	0.00
														Receipt Total:	(\$14,574.57)	\$0.00
														Deposit Total:	\$58,791.73	\$0.00
1253	4228	ANCH	CR0517	Credit	A	05/03/17		Check	1	1003						
FY17 School Deposit				4228	R	01	005 000 000	620		SCHOOL DEPOSIT FY17 School Store Sales					573.75	0.00
														Receipt Total:	\$573.75	\$0.00
														Deposit Total:	\$573.75	\$0.00
1254	4228	ANCH	CR0517	Credit	A	05/03/17		Check	1	1003						
FY17 School Deposit				4228	R	01	005 000 000	620		SCHOOL DEPOSIT FY17 School Store T-Shirt Sal					1,140.00	0.00
														Receipt Total:	\$1,140.00	\$0.00
														Deposit Total:	\$1,140.00	\$0.00
1255	4228	ANCH	CR0517	Credit	A	05/03/17		Check	1	1003						
FY17 School Deposit				4228	E	01	005 111 000	305		SCHOOL DEPOSIT FY17 Booth Law Overpayment					100.00	0.00
				4228	E	01	005 111 000	305		FY17 BKDA reimbursement					33.00	0.00
				4228	E	01	010 203 000	460		FY17 Houghton Refund					181.78	0.00
				4228	R	01	005 000 000	096		FY17 BoxTop Donation					229.50	0.00
				4228	E	01	005 110 000	305		FY17 Background Checks					54.00	0.00
														Receipt Total:	\$598.28	\$0.00
														Deposit Total:	\$598.28	\$0.00
1256	4228	ANCH	CR0517	Credit	A	05/12/17		Check	1	M						
FY17 Amazon Smile				4228	R	01	005 000 000	096		Miscellaneous Customer FY17 Amazon Smile					25.84	0.00
														Receipt Total:	\$25.84	\$0.00
														Deposit Total:	\$25.84	\$0.00

WOODBURY LEADERSHIP ACADEMY

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount		
1257	4228	ANCH	CR0517																
				FY17 School Deposit															
			1256	Credit	A	05/19/17			Check	1	1003 SCHOOL DEPOSIT								
						4228	R 01 005 000 000 000 620				FY17 WLA School Store								
																Receipt Total:	399.29	\$399.29	\$0.00
																Deposit Total:		\$399.29	\$0.00
1258	4228	ANCH	CR0517																
				FY17 School Deposit															
			1257	Credit	A	05/19/17			Check	1	1003 SCHOOL DEPOSIT								
						4228	R 01 005 000 000 000 099				FY16 Pearson Education Refl.								
						4228	R 01 005 000 000 000 050				FY17 4th grade FT								
						4228	R 01 005 000 000 000 620				FY17 Yearbooks								
						4228	R 01 005 000 000 000 620				FY17 Yearbooks								
																Receipt Total:	502.75	502.75	0.00
																Deposit Total:		\$1,821.75	\$0.00
1259	4228	ANCH	CR0517																
				FY17 SERVS															
			1258	Credit	A	05/18/17			Check	1	1001 MN DEPT OF EDUCATION								
						4228	R 01 005 000 000 419 400				FY17 Special Education								
																Receipt Total:	1,940.23	\$1,940.23	0.00
																Deposit Total:		\$1,940.23	\$0.00
1260	4228	ANCH	CR0517																
				FY17 SERVS															
			1259	Credit	A	05/22/17			Check	1	1001 MN DEPT OF EDUCATION								
						4228	B 01 121 000				FY16 Special Education Tuifio								
																Receipt Total:	21,089.46	\$21,089.46	0.00
																Deposit Total:		\$21,089.46	\$0.00
1261	4228	ANCH	CR0517																
				FY17 IDEAS															
			1260	Credit	A	05/30/17			Check	1	1001 MN DEPT OF EDUCATION								
						4228	R 01 005 000 000 000 211				FY17 General Education Aid								
																Receipt Total:	73,366.29	\$73,366.29	0.00
																Deposit Total:		\$73,366.29	\$0.00
1262	4228	ANCH	CR0517																
				FY17 May Anchor Interest															
			1261	Credit	A	05/31/17			Check	1	1005 Anchor Bank								
						4228	R 01 005 000 000 000 092				FY17 Interest Earnings								
																Receipt Total:	13.63	\$13.63	0.00
																Deposit Total:		\$13.63	\$0.00

WOODBURY LEADERSHIP ACADEMY

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount	
1263	4228	ANCH	CR0517	1262	Credit	A	05/31/17		Check	1	1003	SCHOOL DEPOSIT						
							4228	R 01 005 000 000 000	050		FY17 1st grade Field Trip					1,119.00	0.00	
							4228	R 01 005 000 000 000	050		FY17 2nd grade Field Trip					461.50	0.00	
Receipt Total:																\$1,580.50	\$0.00	
Deposit Total:																\$1,580.50	\$0.00	
Report Total:																\$161,340.75	\$0.00	

WOODBURY LEADERSHIP ACADEMY

Journal Entry Listing

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount		
2476	201711	05/31/2017	P	JE		Rcls exps out of State Sped	Amazon 3.6.17 Exercise ball	E	01	010	420	000	419	401	Sup/Mat Non-Instr.	20.90	0.00		
							Amazon 3.8.17 Exercise ball	E	01	010	420	000	419	401	Sup/Mat Non-Instr.	22.90	0.00		
							HCMC Ck#5073,5104	E	01	010	420	000	740	394	To Non-Ed Agency	0.00	440.00		
							Amazon 3.6 & 3.8.17 WX's	E	01	010	420	000	740	401	Sup/Mat Non-Instr.	0.00	43.80		
							HCMC Ck#5073	E	01	010	720	000	000	305	Consult/Fees For Svc	357.50	0.00		
							HCMC Ck#5104	E	01	010	720	000	000	305	Consult/Fees For Svc	82.50	0.00		
<table border="1" style="float: right;"> <tr> <td style="width: 100px;"></td> <td style="text-align: right;">\$483.80</td> </tr> <tr> <td style="width: 100px;"></td> <td style="text-align: right;">\$483.80</td> </tr> </table>																	\$483.80		\$483.80
	\$483.80																		
	\$483.80																		

TO: Board of Directors
FROM: Bert Strassburg, Executive Director
DATE: June 27, 2017
AGENDA: Business/Board Action
RE: Personnel Transactions

RECOMMENDATION: Approve the following personnel transactions as presented:

PLEASE NOTE: Complete listing of personnel transactions were not available at time of Board Packet publication – these will be posted online next to the Board Packet link on Monday, June 26, 2017.

TO: Board of Directors
FROM: Bert Strassburg, Executive Director
DATE: June 27, 2017
AGENDA: Business/Board Action
RE: 2nd (Final) Reading of Board Policies

RECOMMENDATION: Approve the 2nd (Final) Reading of the following WLA policies as presented:

- 214: Out-of-State Travel by Board of Directors Members**
- 426: Nepotism in Employment – Charter Schools**
- 501: School Weapons Policy**
- 502: Search of Student Lockers, Desks, Personal Possessions, and Student's Person**
- 505: Distribution of Non-School-Sponsored Materials on School Premises by Students and Employees**
- 506: Student Discipline**
- 506F: Notice of Suspension**
- 514: Bullying Prohibition Policy**

WOODBURY LEADERSHIP ACADEMY

Adopted: _____, 2017

MSBA/MASA Model Policy 214

Orig. 2005

Rev. 2009

214 OUT-OF-STATE TRAVEL BY BOARD OF DIRECTORS MEMBERS

I. PURPOSE

The purpose of this policy is to control out-of-state travel by Board of Directors (BOD) members as required by law.

II. GENERAL STATEMENT OF POLICY

BOD members have an obligation to become informed on the proper duties and functions of a board member, to become familiar with issues that may affect the school, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state, and local laws, rules, regulations, and school policies that relate to their functions as BOD members. Occasionally, it may be appropriate for BOD members to travel out of state to fulfill their obligations.

III. APPROPRIATE TRAVEL

Travel outside the state is appropriate when the BOD finds it proper for BOD members to acquire knowledge and information necessary to allow them to carry out their responsibilities as board members. Travel to regional or national meetings of the National School Boards Association or National Charter School Conference is presumed to fulfill this purpose. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the school should be preapproved by the BOD.

IV. REIMBURSABLE EXPENSES

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school-related expenses.

V. REIMBURSEMENT

A. Requests for reimbursement must be itemized on the official school form and are to be submitted to the Executive Director. Receipts for lodging, commercial transportation,

registration, and other reasonable and necessary expenses must be attached to the reimbursement form.

- B. Automobile travel shall be reimbursed at the mileage rate set by the BOD. IRS rate? Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Amounts to be reimbursed shall be within the BOD's approved budget allocations, including attendance at workshops and conventions.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The school administration (Executive Director) shall develop a schedule of reimbursement rates for school business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The administration (Executive Director) shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

- Legal References:*** Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)
Minn. Stat. § 471.661 (Out-of-State Travel)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)
- Cross References:*** MSBA/MASA Model Policy 212 (School Board Member Development)
MSBA/MASA Model Policy 412 (Expense Reimbursement)

WOODBURY LEADERSHIP ACADEMY

Adopted: June 24, 2014

*MSBA/MASA Model Policy 426
Orig. 2014*

426 NEPOTISM IN EMPLOYMENT - CHARTER SCHOOLS

I. PURPOSE

The purpose of this policy is to establish consistent employment guidelines and to prevent situations where an individual may have or be perceived to have unfair influence over the career development, work assignments, work direction, performance reviews, or compensation of a family member who is also employed by the charter school.

II. GENERAL STATEMENT OF POLICY

The charter school may employ family members of current employees. However, to be hired, transferred, or promoted, close family members may *not* be assigned to the following:

- A. Positions where one can influence the employment conditions or career of the other. This includes decisions involving hiring, termination, compensation, performance evaluation, discipline, promotional opportunities, and work assignments; or
- B. Positions where one reports to, directs the work of, or otherwise has direct or indirect supervision of another close family member.

III. DEFINITIONS

A. Close Family Member

A close family member means the employee's parent, spouse, child (including adopted child), sibling, grandmother, grandfather, grandchildren, niece, nephew, aunt, uncle, first cousin, all step relatives including stepchild, stepmother, stepfather, stepsister and stepbrother, in-law relationships including father- and mother-in-law, daughter- and son-in-law, brother- and sister-in-law, ward of the employee or employee's spouse, domestic partner, or person cohabitating in the employee's household regardless of the degree of relationship.

B. Direct or Indirect Supervision

Direct or indirect supervision means the authority to make, participate in, or recommend employment- and/or compensation-related decisions involving a close family member,

including, but not limited to, decisions concerning hiring, promotion, transfer, discipline, termination, salary, evaluation, grievance resolution, or other similar personnel actions.

IV. APPLICATION TO BOARD OF DIRECTORS MEMBERS

Board of Directors (BOD) members are not considered to have direct or indirect supervision except in situations when they are called upon to act specifically on matters of employment status or compensation for an applicant or employee. In such cases, BOD members shall abstain from the action when a close family member is involved.

V. EXCEPTIONS; SPECIAL CIRCUMSTANCES

In exceptional circumstances, a direct or indirect supervision relationship may exist between employees who are close family members. Such circumstances may be necessitated by factors such as the unique qualifications or responsibilities of the individuals involved, the lack of other available appropriate supervisory personnel, or whether the position for which the close family member is being considered is temporary in nature. Any exception must be reviewed and approved in writing by the charter school's Executive Director (ED). Any direct or indirect supervision relationship approved by the ED shall be reported to the BOD. All employment decisions affecting the subordinate employee, including, but not limited to, selection, hiring, discipline, performance review, compensation, or leave, must be assigned to other supervisory personnel or, if no other supervisory personnel exist, to the charter school's BOD. Exceptions involving the charter school's ED and a close family member of the ED shall be approved in writing by the charter school's BOD.

VI. ADDRESSING EXISTING CONFLICTS AND CHANGES IN RELATONSHIP BETWEEN EMPLOYEES

Any charter school employee involved in a direct or indirect supervision relationship with a close family member that existed *prior to* the original approval date of this policy or that arises *after* the adoption of this policy shall promptly notify the charter school's ED of such relationship. The ED shall make suitable arrangements for the transfer of one of the employees, assignment of a different supervisor, or a determination that an exception is necessary under Section V. of this policy. Any direct or indirect supervision relationship approved by the ED under Section V. shall be reported to the BOD. The ED shall promptly notify the charter school's BOD of any direct or indirect supervision relationship which arises concerning a close family member of the ED. All such direct or indirect supervision relationships involving the ED shall be resolved by the BOD in accordance with this policy.

VII. COMPLIANCE WITH EQUAL OPPORTUNITY AND DISCRIMINATION LAWS

Nothing in this policy shall be construed as discouraging the employment of close family members for positions that do not involve direct or indirect supervision. Nothing in this policy

shall be construed to otherwise limit the employment opportunities of any person employed by the charter school.

Legal References: Minn. Stat. § 124E.07, Subd. 6 (Charter Schools)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)

Cross References: MSBA/MASA Model Policy 210.1 (Conflict of Interest – Charter School Board Members)
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)

WOODBURY LEADERSHIP ACADEMY

Adopted: May 27, 2014

Revised: _____, 2017

MSBA/MASA Model Policy 501

Orig. 1995

Rev. 2014

501 SCHOOL WEAPONS POLICY

I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

II. GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

III. DEFINITIONS

A. "Weapon"

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

- ##### **B. "School Location"**
- "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school

buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school.

- C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the Executive Director's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the Executive Director's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator or teacher or immediately notifies an administrator or teacher of the weapon's location.
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
1. active licensed peace officers;
 2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
 3. persons authorized to carry a pistol under Minn. Stat. § 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
 4. persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat. §§ 624.714 or 624.715 or other firearms in accordance with § 97B.045;
 - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."
 - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with §§ 624.714 and 624.715.

5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
7. a gun or knife show held on school property;
8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the Executive Director or other person having general control and supervision of the school; or
9. persons who are on unimproved property owned or leased by the school unless the person knows that a student is currently present on the land for a school-related activity.

C. Policy Application to Instructional Equipment/Tools

While the school does not allow the possession, use, or distribution of weapons by students or nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used, and stored, shall not be considered in violation of the rule against the possession, use, or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A school may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minn. Stat. § 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder’s vehicle shall constitute a violation of this policy.

V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/ DISTRIBUTION

- A. The school does not allow the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using, or distributing weapons shall include:

1. immediate out-of-school suspension;
 2. confiscation of the weapon;
 3. immediate notification of police;
 4. parent or guardian notification; and
 5. recommendation to the Executive Director of dismissal for a period of time not to exceed one year.
- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The Board of Directors (BOD) may modify this requirement on a case-by-case basis.
- C. Administrative Discretion

While the school does not allow the possession, use, or distribution of weapons by students, the Executive Director may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS

- A. Employees
1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the BOD.
 2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school policies.
 3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.
- B. Other Nonstudents
1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the

person is a student in another school district, that school district may be contacted concerning the policy violation.

2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

Legal References: Minn. Stat. § 97B.045 (Transportation of Firearms)
Minn. Stat. § 121A.05 (Referral to Police)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 609.02, Subd. 6 (Definition of Dangerous Weapon)
Minn. Stat. § 609.605 (Trespass)
Minn. Stat. § 609.66 (Dangerous Weapons)
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)
18 U.S.C. § 921 (Definition of Firearm)
In re C.R.M. 611 N.W.2d 802 (Minn. 2000)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention)

WOODBURY LEADERSHIP ACADEMY

Adopted: June 10, 2014

Revised: _____, 2017

MSBA/MASA Model Policy 502

Orig. 1995

Rev. 1999

502 SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT'S PERSON

I. PURPOSE

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school's policies against contraband.

II. GENERAL STATEMENT OF POLICY

A. Lockers and Personal Possessions Within a Locker

Pursuant to Minnesota statutes, school lockers are the property of the school. At no time does the school relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

B. Desks

School desks are the property of the school. At no time does the school relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

C. Personal Possessions and Student's Person

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

- D. A violation of this policy occurs when students use lockers and desks for unauthorized purposes or to store contraband. A violation occurs when students carry contraband on their person or in their personal possessions.

III. DEFINITIONS

- A. "Contraband" means any unauthorized item possession of which is prohibited by school policy and/or law. It includes, but is not limited to, weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school, and stolen property.
- B. "Personal possessions" includes, but is not limited to, purses, backpacks, bookbags, packages, and clothing.
- C. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- D. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

IV. PROCEDURES

- A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.
- B. School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.
- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.

- D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.
- E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.
- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- G. A copy of this policy will be printed in the Student & Family Handbook or disseminated in any other way which school officials deem appropriate. The school shall provide a copy of this policy to a student when the student is given use of a locker.

V. DIRECTIVES AND GUIDELINES

School administration may establish reasonable directives and guidelines which address specific needs of the school, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

VI. SEIZURE OF CONTRABAND

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

VII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.

Legal References: U. S. Const., amend. IV
Minn. Const., art. I, § 10
Minn. Stat. § 121A.72 (School Locker Policy)
New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)
G.C. v. Owensboro Public Schools, 711 F.3d 623 (6th Cir. 2013)

Cross References: MSBA/MASA Model Policy 417 (Chemical Use and Abuse)

MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)
MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 506 (Student Discipline)

WOODBURY LEADERSHIP ACADEMY

Adopted: July 22, 2014

MSBA/MASA Model Policy 505

Orig. 1995

Revised: _____

Rev. 2002

505 DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES

I. PURPOSE

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school.

II. GENERAL STATEMENT OF POLICY

- A. The school recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, nonschool-sponsored material.
- B. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school, the Board of Directors (BOD) adopts the following regulations and procedures regarding distribution of nonschool-sponsored material on school property and at school activities.

III. DEFINITIONS

- A. "Distribute" or "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing material in internal staff or student mailboxes.
- B. "Nonschool-sponsored material" or "unofficial material" includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples of nonschool-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students or employees or others, and tangible objects.

- C. "Obscene to minors" means:
1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- D. "Minor" means any person under the age of eighteen (18).
- E. "Material and substantial disruption" of a normal school activity means:
1. Where the normal school activity is an educational program of the school for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
 2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.
- In order for expression to be considered disruptive, specific facts must exist upon which the likelihood of disruption can be forecast including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
- F. "School activities" means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
- G. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the esteem of the community.

IV. GUIDELINES

- A. Students and employees of the school have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, nonschool-sponsored material.
- B. Requests for distribution of nonschool-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:
1. is obscene to minors;
 2. is libelous or slanderous;
 3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
 4. advertises or promotes any product or service not permitted to minors by law;
 5. advocates violence or other illegal conduct;
 6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious, or ethnic origin);
 7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- C. Distribution by students and employees of nonschool-sponsored materials on school property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following:
1. whether the material is educationally related;
 2. the extent to which distribution is likely to cause disruption of or interference with the school's educational objectives, discipline, or school activities;
 3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;

4. the quantity or size of materials to be distributed;
5. whether distribution would require assignment of school staff, use of school equipment, or other resources;
6. whether distribution would require that nonschool persons be present on the school grounds;
7. whether the materials are a solicitation for goods or services not requested by the recipients.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

- A. No nonschool-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of nonschool-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.
- C. No one shall coerce a student or staff member to accept any publication.
- D. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. PROCEDURES

- A. Any student or employee wishing to distribute (as defined in this policy) nonschool-sponsored material must first submit for approval a copy of the material to the Executive Director (ED) at least 24 hours in advance of desired distribution time, together with the following information:
 1. Name and phone number of the person submitting the request and, if a student, the room number of his or her first-period class.
 2. Date(s) and time(s) of day intended for distribution.
 3. Location where material will be distributed.
 4. If material is intended for students, the grade(s) of students to whom the distribution is intended.

- B. Within one school day, the ED will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.
- C. If the person submitting the request does not receive a response within one school day, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person.
- D. If the person is dissatisfied with the decision of the ED, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three (3) school days (not counting Saturdays, Sundays, and holidays) of submitting the appeal, the person shall contact the office of the superintendent to verify that the lack of response is not due to an inability to locate the person.
- E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the BOD, or the individual reviewing the material submitted.

VII. DISCIPLINARY ACTION

- A. Distribution by any student of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with the school's Student Discipline Policy.
- B. Distribution by any employee of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, school policies and procedures, and/or governing statute.
- C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

VIII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES

A copy of this policy will be published in the Student & Family Handbook and posted in school buildings.

IX. IMPLEMENTATION

The school administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the BOD, such guidelines and procedures shall be an addendum to this policy.

Legal References: U. S. Const., amend. I
Hazelwood School District v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)
Bethel Sch. Dist. No. 403 v. Fraser, 478 U.S. 675, 106 S.Ct. 3159, 92 L.Ed.2d 549 (1986)
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987)
Roark v. South Iron R-1 School Dist., 573 F.3d 556 (8th Cir. 2009)
Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist., 640 F.3d 329 (8th Cir. 2011), cert. denied ___ U.S. ___, 132 S.Ct. 592 (2011)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 512 (School-Sponsored Student Publications)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

WOODBURY LEADERSHIP ACADEMY

Adopted: August 12, 2014

MSBA/MASA Model Policy 506

Orig. 1995

Revised: _____

Rev. 2016

506 STUDENT DISCIPLINE

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school's expectations for student conduct. Such compliance will enhance the school's ability to maintain discipline and ensure that there is no interference with the educational process. The school will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The Board of Directors (BOD) recognizes that individual responsibility and mutual respect are essential components of the educational process. The BOD further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school is that a fair and equitable school-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the BOD, with the participation of school administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school.

III. AREAS OF RESPONSIBILITY

- A. The Board of Directors. The BOD holds all school personnel responsible for the maintenance of order within the school and supports all personnel acting within the framework of this discipline policy.
- B. Executive Director. The Executive Director (ED) shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The ED shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the BOD for approval and shall be attached as an addendum to this policy. The ED is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final BOD approval. The ED shall give direction and support to all school personnel performing their duties within the framework of this policy. The ED shall consult with parents of students conducting themselves in a manner contrary to the policy. The ED shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. An ED, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- C. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. Other School Personnel. All school personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the ED. A school employee, school bus driver, or other agent of a school, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- E. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- F. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- G. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS

All students have the right to an education and the right to learn.

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school purposes; the area of entrance or departure from school

premises or events; and all school-related functions, school-sponsored activities, events, or trips. School property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Violation of the school's Hazing Prohibition Policy;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the school's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco or tobacco paraphernalia;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school's Weapons Policy;
14. Violation of the school's Violence Prevention Policy;

15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school's Internet Acceptable Use and Safety Policy;
22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
23. Violation of school bus or transportation rules or the school's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Possession or distribution of slanderous, libelous, or pornographic materials;
28. Violation of the school's Bullying Prohibition Policy;
29. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is

- racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
30. Criminal activity;
 31. Falsification of any records, documents, notes, or signatures;
 32. Tampering with, changing, or altering records or documents of the school by any method including, but not limited to, computer access or other electronic means;
 33. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
 34. Impertinent or disrespectful language toward teachers or other school personnel;
 35. Violation of the school's Harassment and Violence Policy;
 36. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school personnel, or other persons;
 37. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
 38. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
 39. Verbal assaults or verbally abusive behavior including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating, or that degrades other people;
 40. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
 41. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
 42. Violation of the school's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
 43. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
 44. Other acts, as determined by the school, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school personnel or surrounding persons, or which violate the rights of others or which

damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS

The general policy of the school is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school. At a minimum, violation of school rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, ED, counselor, or other school personnel, and verbal warning;
- B. Confiscation by school personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school policy, rule, regulation, procedure, or state or federal law. If confiscated by the school, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;

- Q. Preparation of an admission or readmission plan;
- R. Expulsion under the Pupil Fair Dismissal Act;
- S. Exclusion under the Pupil Fair Dismissal Act; and/or
- T. Other disciplinary action as deemed appropriate by the school.

VIII. REMOVAL OF STUDENTS FROM CLASS

- A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, ED or other school employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the ED, in consultation with the teacher.

- B. If a student is removed from class more than ten (10) times in a school year, the school shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

[Note: The following Sections C. - K. must be developed and inserted by each school based upon individual district practices, procedures, and preferences.]

C. Procedures for Removal of a Student From a Class.

- 1. Specify procedures to be followed by a teacher, administrator or other school employee to remove a student from a class;*
- 2. Specify required approvals necessary;*
- 3. Specify paperwork and reporting procedures.*

D. Responsibility for and Custody of a Student Removed From Class.

- 1. Designation of where student is to go when removed;*
- 2. Designation of how student is to get to designated destination;*
- 3. Whether student must be accompanied;*
- 4. Statement of what student is to do when and while removed;*
- 5. Designation of who has control over and responsibility for student after removal from class.*

E. Procedures for Return of a Student to a Class From Which the Student Was Removed.

- 1. Specification of procedures;*
- 2. Actions or approvals required such as notes, conferences, readmission plans.*

F. Procedures for Notification.

- 1. Specify procedures for notifying students and parents/guardians of violations of the rules of conduct and resulting disciplinary action;*
- 2. Actions or approvals required, such as notes, conferences, readmission plans.*

G. Disabled Students; Special Provisions.

- 1. Procedures for consideration of whether there is a need for further assessment;*
- 2. Procedures for consideration of whether there is a need for a review of the adequacy of the current Individualized Education Program (IEP) of a disabled student who is removed from class or disciplined; and*
- 3. Any procedures determined appropriate for referring students in need of special education services to those services.*

H. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.

1. *Establishment of a chemical abuse preassessment team pursuant to Minn. Stat. § 121A.26;*
 2. *Establishment of a school and community advisory team to address chemical abuse problems in the district pursuant to Minn. Stat. § 121A.27; and*
 3. *Establishment of teacher reporting procedures to the chemical abuse preassessment team pursuant to Minn. Stat. § 121A.29.*
- I. *Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.***
- J. *Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.***
- K. *Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.***

IX. DISMISSAL

- A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable BOD regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school employees, or property of the school.

C. Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the BOD, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension

is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.

2. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the student's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may

include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the student to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.

6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. strongly encourage a parent or guardian of the student to attend school with the student for one day; and
 - b. petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
11. Notwithstanding the foregoing provisions, the student may be suspended pending the BOD's decision in an expulsion or exclusion proceeding, provided

that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a BOD action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the BOD.
2. "Exclusion" means an action taken by the BOD to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the BOD.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The school shall record the hearing proceedings at school expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school shall advise the student's parent or guardian that free or low-cost legal assistance may be

available and that a legal assistance resource list is available from MDE. The BOD may appoint an attorney to represent the school in any proceeding.

10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the BOD and served upon the parties within two (2) days after the close of the hearing.
17. The BOD shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The BOD may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the BOD must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the BOD may appeal the decision to the Commissioner within twenty-one (21) calendar days of BOD

action pursuant to Minn. Stat. § 121A.49. The decision of the BOD shall be implemented during the appeal to the Commissioner.

19. The school shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school.

X. ADMISSION OR READMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XI. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, ED or other school official may provide additional notification as deemed appropriate.

In addition, the school must report, through the MDE electronic reporting system, each physical assault of a school employee by a student within thirty (30) days of the assault. This report must include a statement of the alternative educational services or other sanction, intervention, or resolution given to the student in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the student's age, grade, gender, race, and special education status.

XII. STUDENT DISCIPLINE RECORDS

The policy of the school is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent

with applicable school policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

XIII. DISABLED STUDENTS

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school shall continue to provide special education and related services during the period of expulsion or exclusion.

XIV. OPEN ENROLLED STUDENTS

The school may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XV. DISTRIBUTION OF POLICY

The school will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in the Executive Director's office.

XVI. REVIEW OF POLICY

The ED and representatives of parents, students and staff shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to by ED for consideration by the BOD, which shall conduct an annual review of this policy.

- Legal References:**
- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 - Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
 - Minn. Stat. § 120B.232 (Character Development Education)
 - Minn. Stat. § 121A.26 (School Preassessment Teams)
 - Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
 - Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
 - Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
 - Minn. Stat. § 121A.582 (Reasonable Force)
 - Minn. Stat. §§ 121A.60-121A.61 (Removal From Class)
 - Minn. Stat. § 122A.42 (General Control of Schools)
 - Minn. Stat. § 123A.05 (Area Learning Center Organization)
 - Minn. Stat. § 124D.03 (Enrollment Options Program)
 - Minn. Stat. § 124D.08 (Enrollment in Nonresident District)
 - Minn. Stat. Ch.125A (Students With Disabilities)
 - Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
 - Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
 - Minn. Stat. Ch. 260A (Truancy)
 - Minn. Stat. Ch. 260C (Juvenile Court Act)
 - 20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)
 - 29 U.S.C. § 794 et seq. (Rehabilitation Act of 1973, § 504)
 - 34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

- Cross References:**
- MSBA/MASA Model Policy 413 (Harassment and Violence)
 - MSBA/MASA Model Policy 501 (School Weapons)
 - MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
 - MSBA/MASA Model Policy 503 (Student Attendance)
 - MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
 - MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
 - MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
 - MSBA/MASA Model Policy 525 (Violence Prevention)

MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles;
Patrols, Inspections, and Searches)
MSBA/MASA Model Policy 610 (Field Trips)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)



WOODBURY LEADERSHIP ACADEMY

NOTICE OF SUSPENSION

(Date)

(Name of Parent or Guardian)

(Address)

(City, State, Zip)

Dear (Parent or Guardian)

(Name of Student) has been suspended from Woodbury Leadership Academy for (number of days) commencing on (date).

The grounds for suspension are:

Briefly, the facts that have been determined are:

The testimony received was:

An administrative conference to determine the above was conducted before

_____, at _____ on _____

(Name of Administrator) (Time) (Date)

pursuant to Minn. Stat. §§ 121A.40-121A.56, a copy of which is enclosed.

The plan of readmission is:

Alternative educational services in the form of homework will be available to be picked up at the school after [date].

While suspended, the student may not come on any school campus except with you for the purpose of discussing conduct.

If you have any questions, please call.

Sincerely,

Executive Director

Enc: Minn. Stat. §§ 121A.40-121A.56

WOODBURY LEADERSHIP ACADEMY

Adopted: June 10, 2014

MSBA/MASA Model Policy 514

Orig. 2003

Revised: _____

Rev. 2014

505 BULLYING PROHIBITION POLICY

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school and the rights and welfare of its students and is within the control of the school in its normal operations, the school intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school property and/or with or without the use of school resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school's policies and procedures, including the school's discipline policy. The school may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school property and events.

- G. The school will act to investigate all complaints of bullying reported to the school and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
 - 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or

2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyberbullying as defined in this policy.

- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
 1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "On school premises, on school property, at school functions or activities, or on school transportation" means all school buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school does not represent that it will provide supervision or assume liability at these locations and events.

- F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school official designated by this policy. A person may report bullying anonymously. However, the school may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school encourages the reporting party or complainant to use the report form available from the Executive Director (ED) or available in the school office, but oral reports shall be considered complaints as well.
- C. The ED, or the ED's designee (hereinafter the "report taker") is the person responsible for receiving reports of bullying or other prohibited conduct. Any person may report bullying or other prohibited conduct directly to a school human rights officer or the ED. If the complaint involves the report taker, the complaint shall be made or filed directly with the the school human rights officer by the reporting party or complainant.

The report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The report taker or a third party designated by the school shall be responsible for the investigation. The report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School personnel who fail to inform the report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.



- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school shall undertake or authorize an investigation by the report taker or a third party designated by the school.
- B. The report taker or other appropriate school officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School action taken for violation of this policy will be consistent with the requirements of applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy and other applicable school policies; and applicable regulations.
- E. The school is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and

confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

- A. The school shall discuss this policy with school personnel and volunteers and provide appropriate training to school personnel regarding this policy. The school shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school. The school or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
 - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;

3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 4. The incidence and nature of cyberbullying; and
 5. Internet safety and cyberbullying.
- C. The school annually will provide education and information to students regarding bullying, including information regarding this school policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
5. Teach students to advocate for themselves and others;
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and

7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
 - G. The school shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy in the Student & Family Handbook.

VIII. NOTICE

- A. The school will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the Student & Family Handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school's website.
- F. The school shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the BOD shall, on a cycle consistent with other school policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. Ch. 124E (Charter School).
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

TO: Board of Directors
FROM: Bert Strassburg, Executive Director
DATE: June 27, 2017
AGENDA: Business/Board Action
RE: MN School Boards Association Membership

RECOMMENDATION: Approve a 1 year subscription to the MN School Boards Association from July 1, 2017 – June 31, 2018 as presented.



Where School Boards Learn to Lead



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MSBA CHARTER ASSOCIATES

The Minnesota School Boards Association (MSBA) invites your charter school governing board to enroll as an MSBA Charter Associate. MSBA participants receive technical assistance, access to money-saving programs, board development programs, and much more (see below).

Your charter school can become a Charter Associate for an annual service fee. Call Sandy Gundlach at 800-324-4459 to become a Charter Associate today. [Click here for more information.](#)

- **Free telephone consultation and information:** Have questions on board governance, personnel issues, or an upcoming training? MSBA's staff can provide the answers.
- **The Leader newsletter:** Published bimonthly, this newsletter includes critical information for board members and school officials. School officials who regularly read this newsletter have a better understanding of how to properly manage and address the wide variety of issues they face each day.
- **MSBA eClippings:** Sent electronically Monday through Friday, this service includes Web links to education-related stories from the state's daily and weekly newspapers.
- **The MSBA Journal Magazine:** Published bimonthly, MSBA's official magazine contains editorial comments, feature stories about schools, and articles of current interest relating to education.
- Access to **insurance services** offered through the **Minnesota School Boards Association Insurance Trust (MSBAIT)**. The **MSBAIT Risk Protection Program** offers Property/Casualty and Workers' Compensation coverage through a program developed and brokered **Marsh & McLennan Agency, LLC**. MSBAIT also endorses **National Insurance Services** for its Group Long-Term Disability and Group Term Life insurance plans for school employees. Nearly 30 charter schools are currently participating in a MSBAIT program.
- Access to **investment options** through the **Minnesota School District Liquid Asset Fund Plus (MSDLAF+)**, a financial and cash management program designed for Minnesota schools.

- **Subscription opportunities to Policy Services:** Policy Services can help keep your school compliant with current law and allow access to all model policies from MSBA. Charter Associates can also purchase the Policy Manual Auditing Service, Custom Policy Development Service, or MSBA's Model Student Handbook.
- **Board Development:** MSBA is a Minnesota Department of Education-approved provider for charter school board member training in Board Governance, Financial Matters and Employment Matters.
- **Additional training:** You will also have access to other training events such as the MSBA Leadership Conference, Phase I (basics of boardsmanship), Phase II (finances), Phase III (building a high-performance board), Phase IV (community engagement), Summer Seminar, Officers' Workshop, and several in-services.
- **Access to endorsed programs such as: MSBA Playground Compliance Program** (to help keep your students safe, healthy and fit), **Minnesota Power Card (P-Card) Program** (specialized credit cards for school employees), **BoardBook** (a program that allows your board to conduct paperless meetings) and much, much more.



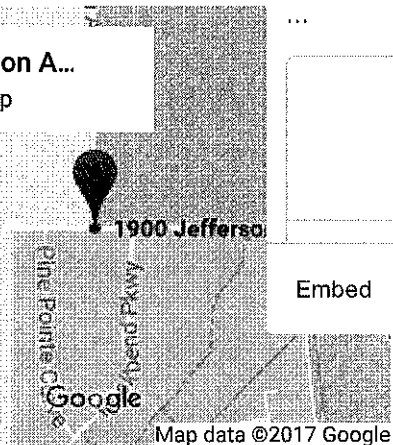
Minnesota School Board...
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DIRECTIONS

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34-2450 or 800-324-
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Tweets by @mnmsba



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@mnmsba

Minnesota adds a new pre-kindergarten program to an already confusing early-ed landscape
minnpost.com/education/2017

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Where Minnesota School Boards Learn to Lead

July 2017

TO: Minnesota Charter School Governing Board

FROM: Kirk Schneidawind, Executive Director
Minnesota School Boards Association

I would like to take this opportunity to invite your charter school governing board to join the Minnesota School Boards Association (MSBA) as a Charter Associate. MSBA Charter Associates receive access to money-saving school programs, the latest research, and board development programs.

MSBA Charter Associates receive an e-newsletter (The Leader), a bimonthly magazine (Journal), and legislative updates via the MSBA website (www.mnmsba.org). An Associate fee of \$1,500 for charter schools has been established by the MSBA Board of Directors. Payment of this fee will allow your charter school and governing board members access to the services outlined above. Payment of the fee covers participation for fiscal year July 1, 2017, through June 30, 2018.

In addition, MSBA Charter Associates have access to insurance products and services offered through the MSBA Insurance Trust's (www.mnmsba.org/msbait) endorsed insurers and their agents, as well as investment options through the Minnesota School District Liquid Asset Fund Plus (MSDLAF+).

MSBA Charter Associates may also subscribe to Policy Services, which includes policy revisions to help you keep your charter school in compliance with current law and allows access to all model policies from MSBA (www.mnmsba.org). MSBA's policy consultants are available to answer questions about policy issues. If you are interested, please call Cathy Miller for more information at 800-324-4459.

In a continuing effort to serve our Charter Associates, MSBA provides regular training opportunities in the required training areas of Governance, Employment, and Finance to help keep charter board members in compliance, as mandated by law. Please review the attached training flier.

We welcome the opportunity to serve your charter school and to work with you to meet your special needs and interests. If you are interested in joining MSBA as a Charter Associate, complete the enclosed form and return it to MSBA along with payment of \$1,500 for the membership fee to avoid invoicing.

Please call the MSBA office if you have any questions.

MINNESOTA SCHOOL BOARDS ASSOCIATION

1900 West Jefferson Avenue, St. Peter, MN 56082-3015 Phone: 507-934-2450 or 800-324-4459
www.mnmsba.org



Where Minnesota School Boards Learn to Lead

Charter Schools Membership Application

For Fiscal Year
July 1, 2017 - June 30, 2018

Charter School Name

Dept. of Ed. Assigned Charter Member Number

Name of Executive Director

School Address

.....

School Phone

Executive Dir. Home Phone.....

Executive Dir. Cell Phone

FAX

Email.....

Please complete and mail to
 Minnesota School Boards Association
 ATTN: Barb Hoffman
 1900 West Jefferson Avenue
 St. Peter, MN 56082-3015

Enclose payment of \$1,500 for the fiscal year membership fee to avoid invoicing.

MINNESOTA SCHOOL BOARDS ASSOCIATION
 1900 West Jefferson Avenue, St. Peter, MN 56082-3015 Phone: 507-934-2450 or 800-324-4459
www.mnmsba.org

Minnesota Statutes 124E.07, Subd. 7

Every charter school board member shall attend annual training throughout the member's term on the board.

All new board members shall attend initial training on the board's role and responsibilities, employment policies and practices, and financial management.

A new board member who does not begin the required initial training within six months after being seated and complete that training within 12 months of being seated on the board is automatically ineligible to continue to serve as a board member.

The school board shall include in its annual report the training attended by each board member during the previous year.

Minnesota School Boards Association

**Your Best Choice For
Charter School Board
Member Training**

**MSBA has the following
charter school board training
sessions available:**

*** Saturday, October 14, 2017**

MSBA Office, St. Peter

*** Wednesday, January 10, 2018**

Hilton Minneapolis



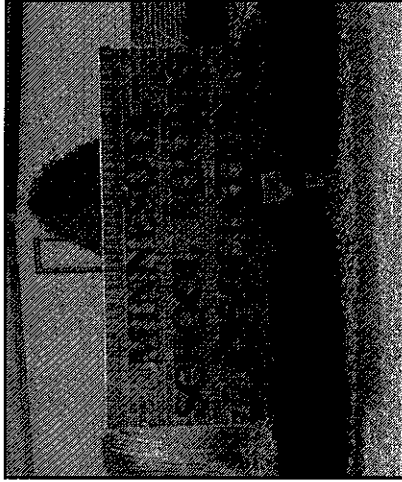
Where School Boards Learn to Lead



MSBA: Your Best Choice For Charter School Board Member Training

About MSBA

- MSBA is a Minnesota Department of Education-approved provider of charter school board training.
- MSBA has made its training sessions available to charter school board members since 1991.
- MSBA's expert staff offer all three state-mandated charter school board training components (please see next column).



Training Components and Topics

Component I: Board Governance

- Roles and Responsibilities of Board Members
- Board Governance Model
- Open Meeting Law
- Board Policies
- Meeting Management

Component II: Financial Matters

- Financial Foundation and Process
- Compliance
- Board Oversight and Review

Component III: Employment Matters

- Hiring Process
- Employee Relations
- Performance Management

Training program

Duration: Six hours for all three components. Note: customized training is also available.

Cost:

\$185 for MSBA Charter Associates

\$250 for MSBA Non-Charter Associates

Note: Cost includes all three components, materials and lunch.

Upcoming workshop dates

- Saturday, October 18, 1991 (11:00 a.m. - 5:00 p.m.)
with lunch. Components I, II, and III.
 - Wednesday, November 14, 1991 (11:00 a.m. - 5:00 p.m.)
with lunch. Components I, II, and III.
- Customized Training**
Contact Sandra Gundlach at 507-253-0800 or
Peggy at 507-253-0800 for a copy of our training materials or
at 507-253-1459.

Testimonial

"I had the most enjoyable and informative training experience I have ever had. The staff was very professional and helpful. I highly recommend this training to all charter school board members."

Bill Courney
Director of DEANE Academy
Minneapolis

Minnesota School Boards Association Insurance Trust



The MSBATT was established by the Minnesota School Boards Association (MSBA) as a nonprofit vehicle in 1972. MSBATT's purpose was — and continues to be — “to provide for its members and their employees and officials various forms of insurance, including any forms of permitted group insurance, for the benefit of school districts which are members of the MSBA and to effectuate cost savings in the procurement and administration of such insurance programs.”

Marsh & McLennan Agency is the endorsed provider of Property, Casualty, and Workers' Compensation insurance and risk management products and services for MSBA Charter Associates.

National Insurance Services is endorsed by MSBATT as the provider of the Group Term Life and Group Disability insurance products and services for MSBA Charter Associates.

For more information about the endorsed programs, please contact:

- Tom Gallagher
- Workers' Compensation
- Property, Inland Marine and Crime

Marsh & McLennan Agency
7225 Northland Drive North, Suite 300
Minneapolis, MN 554428
763-746-8000 or 800-444-3033

- School Leaders Legal Liability
- Auto Liability and Physical Damage
- General Liability
- Excess Liability



**MARSH & MCLENNAN
AGENCY**

- Rob Keller
- Group Term Life Insurance
- Group Long-Term Life Disability Insurance

National Insurance Services
14852 Scenic Heights Road, Suite 210
Eden Prairie, MN 55344
952-941-7372 or 800-443-6011

**NATIONAL INSURANCE
SERVICES**

Denise Drill
Gary Lee

Minnesota School Boards Association
1900 West Jefferson Avenue
St. Peter, MN 56082-3015
507-934-2450; 800-324-4459 (MN only)

Risk Management ♦ Security ♦ Service ♦ Stability ♦ Value

MSBAIT Programs

The Minnesota School Boards Association Insurance Trust (MSBAIT) provides resources to Minnesota School Boards Association (MSBA) members to help school districts address their risk management needs.

MSBAIT endorses National Insurance Services (NIS) as the provider of group term life and group long-term disability insurance products and services for MSBA members. NIS has been serving groups such as school districts, cities, counties, and others since 1969. NIS has created a network of satisfied groups in 30 states. In addition, NIS prides itself on maintaining a 95 percent client retention rate. MSBAIT has had the privilege of working with NIS for more than 30 years.

With respect to property/casualty and workers' compensation insurance products and services, MSBAIT endorses Marsh & McLennan Agency, LLC and its "MSBAIT Risk Protection Program." Marsh & McLennan Agency — with more than 200 Minnesota-based employees — is a member company of the largest insurance broker in the world (Marsh & McLennan Companies, Inc.) and has decades of school insurance and risk management experience. Marsh & McLennan Agency's coverage includes the following:

- **Property, Inland Marine and Crime**
 - Blanket Coverage — Buildings and Personal Property
 - Blanket Coverage — Business Income and Extra Expense
 - Mechanical and Equipment Breakdown
 - Audio/Visual Equipment, Musical Instruments, Band and Athletic Uniforms
 - Employee Dishonesty and Theft
 - Forgery and Alteration
- **Automobile**
 - Auto Liability and Physical Damage
 - Garagekeepers' Liability
 - Hired and Non-owned Auto
- **General Liability**
 - Bodily Injury, Property Damage, Personal Injury and Advertising Injury
 - Sexual Abuse and Molestation
 - Employee Benefits Liability
 - Incidental Liability for School Nurses
 - Medical Payments
- **School Board Legal Liability**
 - Teachers Liability
 - Employment-Related Practices Liability
 - Broad Definition of Named Insured
- **Excess Liability**
 - Excess Liability Limits to \$5 million/Per Occurrence/Aggregate (Sexual Abuse and Molestation included)
- **Workers' Compensation**
 - Statutory Benefits
 - Employers Liability Limits: \$500,000/\$500,000/\$500,000

Contacts

NATIONAL INSURANCE SERVICES

National Insurance Services

- Group Term Life Insurance
- Group Long-Term Disability Insurance

Contact Rob Keller at 952-941-7372 or 800-443-6011.

www.nisbenefits.com

MARSH & MCLENNAN AGENCY

Marsh & McLennan Agency, LLC

- Workers' Compensation
- Property, Inland Marine and Crime
- School Leaders Legal Liability
- Auto Liability and Physical Damage
- General Liability
- Excess Liability

You or your local, qualified agent can contact Marsh & McLennan Agency to learn more.

• Amy Diedrich: 763-548-8594 or

amy.diedrich@marshmma.com

• Tom Gallagher: 763-548-8815 or

tom.gallagher@marshmma.com

• Jodi Kelly: 763-548-8817 or

jodi.kelly@marshmma.com

• Kerry Leiter: 218-626-5873 or

kerry.leider@marshmma.com

• John Siffert: 763-548-8545 or

john.siffert@marshmma.com

www.MarshMMA.com/schools



Minnesota School Boards Association

Contacts:

• Denise Drill — ddrill@mnmbsba.org

• Gary Lee — glee@mnmbsba.org

800-324-4459 | www.mnmbsba.org

Minnesota School Boards Association Insurance Trust



2016 Annual Report

Serving only Minnesota public school districts since 1972

MSBAIT Trustees and Staff



Standing (from left to right):
Keith Young (Eveleth-Gilbert),
MSBAIT Vice-Chair Kevin Donovan
(Mahtomedi), Kent Thiess
(Lake Crystal Wellcome Memorial),
Kirby Elstrom (North Branch
Area), Secretary-Treasurer Kirk
Schneidawind (MSBA) and Gary Lee
(MSBA).

Seated (from left to right):
Kathy Green (Austin), MSBAIT Chair
Bill Leland (Albert Lea Area),
Sue Hometschlagel (MSBA),
Denise Drill (MSBA) and Roy Nelson
(Red Lake).

Message from the MSBAIT Chair

The Minnesota School Boards Association Insurance Trust (MSBAIT) celebrated 44 years of responding to the risk management needs of school districts.

At the MSBAIT Annual Meeting in October, the MSBAIT Trustees elected Bill Leland from Albert Lea Area as chair, Kevin Donovan from Mahtomedi as vice-chair, and Kirk Schneidawind, the MSBA Executive Director, as secretary-treasurer. The membership elected Kent Thiess from Lake Crystal Wellcome Memorial and Kirby Elstrom from North Branch Area as Trustees for four-year terms expiring June 30, 2020.

MSBAIT continues to endorse National Insurance Services (NIS) for Life and LTD coverage and various risk management needs. MSBAIT also renewed the "Administrative Agreement" with the Minnesota School Boards Association (MSBA). In accordance with this Agreement, MSBA's staff is available to answer school districts' risk management questions and issues.

MSBAIT is excited to announce the MSBAIT Risk Protection Program along with Marsh & McLennan Agency (MMA). The MSBAIT Risk Protection Program will provide more choices and expanded resources for Minnesota public schools. Nine participating insurers have agreed to assist MSBAIT in making Minnesota schools safe and offer quality, affordable coverage. The package insurance carriers are Continental Western Group, EMC Insurance, Hanover Insurance, Liberty Mutual, and Wright Specialty. The workers' compensation carriers are Accident Fund, RAS Insurance, SPM Insurance, and United Heartland.

MSBAIT encourages school districts to contact MSBA, NIS, and MMA to learn more about the aforementioned coverages and programs to meet school districts' risk management needs.

Sincerely,

Bill Leland, MSBAIT Chair

Statements of Net Assets, Revenues, Expenses, Losses and Change in Net Assets

ASSETS	2016	2015
Investments, at fair value	\$26,435,492	\$42,998,334
Cash and cash equivalents	25,104,165	12,048,035
Accrued investment income	152,813	275,078
Other receivables	12,098	49,018
Reinsurance and other recoverables	2,449,342	2,133,821
Prepaid reinsurance	97,500	2,231,250
Total Assets	\$54,251,410	\$59,735,536

LIABILITIES AND NET ASSETS

Accounts payable and accrued expenses	\$ 305,919	\$ 339,356
Provision for losses and loss adjustment expenses	41,129,392	31,246,617
Unearned deductible loss fund contributions	407,500	457,500
Total Liabilities	41,842,811	32,043,473

NET ASSETS	12,408,599	27,692,063
Net Assets Unrestricted	\$54,251,410	\$59,735,536

OPERATING REVENUES

Royalties	\$ 277,882	\$ 299,536
Total Operating Revenues	277,882	299,536

OPERATING EXPENSES

Reinsurance expense	2,231,250	937,500
Loss and loss adjustment expenses (income)	12,905,734	(217,821)
Special compensation fund	297,709	267,598
Administration	126,000	656,233
Other operating expenses	675,681	143,250
Total Operating Expenses (income)	16,236,374	1,796,760
Income (loss) from Operations	(15,958,492)	(1,497,224)

NONOPERATING REVENUE

Net investment income	505,240	1,107,582
Net unrealized losses on investments	166,628	(465,166)
Other income	3,160	18,683
Total Nonoperating Revenue	675,028	661,099
Change in Net Assets	(15,283,464)	(836,125)
NET ASSETS, BEGINNING	27,692,063	28,528,188
NET ASSETS, END	\$12,408,599	27,692,063



Visit www.mnmsba.org/MSBAIT
for more information about the Minnesota
School Boards Association Insurance Trust.

MSBAIT Members

ACGC	Ad-Borup	Adrian	AFSA High School	Ahkin	Albany Area	Albert Lea Area	Alden-Conger	Alexandria	Aunaudette	Anoka-Hennepin	Area Sp. Ed. Coop.	Ashtab	Aspen Academy	Austin	Badger	Barnesville	Barron	Battle Lake	Becker	Belgrade-Brooklyn-Etosa	Belle Plaine	Bemidji Area	Bemidji Reg. Inst. Council	Benson	Benton-Starnes Ed. Dist.	Bertha-Hewitt	Best Academy	Big Lake	Birch Grove Comm. School	Blackduck	Bloomington	Blue Earth Area	Binecky-Charter	BOLID	Braham Area	Brainerd	Brandon-Evanville	Brockbridge	Brooklyn Center	Brownsville	Browns Valley	Buffalo Lake-Hector-Stewart	Buffalo-Hanover-Montrose	Burnsville-Eagan-Savage	Butterfield-Odin	Byron	Caledonia Area	Cambridge-Isanti	Campbell-Tintah	Cannon Falls Area	Carlton	Cass Lake-Bena	Cedar Mountain	Centennial	Central Schools	Chesterfield	Chicago Lakes Area	Chisholm	Chokio-Alberta	City Academy	Cleburne-Gonvick	Cleveland	Clinton-Graceville-Beardsley	Cloquet	Columbia Heights	Conroy	Cook County	Cromwell-Wright	Crookston	Crosby-Ironton	Crosslake Comm. School	Dassel-Cokato	Davinci Academy	Dawson-Boyd	Deer River	Delano	Detroit Lakes	Dilworth-Ghendon-Felton	Dover-Boya	Duuth	Eagle Ridge Academy	Eagle Valley	East Central	East Grand Forks	Eastern Carver County	Eden Prairie	Eden Valley-Watkins	Edgerton	Edina	Elk River Area	Elkworth	Ely	Esko	Fedeth-Gilbert	Fairmont Area	Farmington	Farmington Area	Fergus Falls	Fertile-Beltrami	Fillmore Central	Fisher	Floodwood	Foley	Forest Lake Area	Foston	Frazee-Vergas	Freshwater Ed. Dist.	Fridley	Fulda	GPW	Glencoe-Silver Lake	Glennville-Emmons	Global Academy	Goodhue	Goodhue County Ed. Dist.	Goodridge	Grand Meadow	Grand Rapids	Greenbush-Middle River	Greenway	Grygja-Gratzle	Harvest Prep. School	Hastings	Hawley	Hayfield	Hemming	Herman-Norcross	Hermantown	Heron Lake-Obabena	Hiawatha Valley Ed. Dist.	Hibbing	Hill City	Hills-Berger-Creek	Hindley-Finlayson	Holderness	Hope Community Academy	Hopkins	Houston	Howard Lake-Waverly-Winsted	Hutchinson	Intermediate Dist. #287	Intermediate Dist. #917	International Falls	Int'l. Spanish Lang. Academy	Inver Grove Heights	Ile	Ivanhoe	Jackson County Central	Jordan	JVP	Kaladosepe Charter School	Kasson-Mantorville	Kelliber	Kenyon-Wasamingo	Kimball Area	Kingsland	Kitson Central	KMS	Lac Qui Parle Valley	Lacrescent-Hobak	Lake Agassiz Sp. Ed. Coop.	Lake Benton	Lake City	Lake Crystal Wellcome Memorial	Lake Park-Anduhon	Lake Superior	Lakes Country SC	Lakerville	Lanesboro	Lakerville Area	Laporte	LeRoy-Ostrander	Lester Prairie	Le Sueur-Headerson	Lewistown-Athura	Litchfield	Little Falls	Littlefork-Big Falls	Long Prairie-Grey Eagle	Loveworks Academy	Luverne	Lyle	Mabel-Canton	MACCRAY	Maddala	Mahnomen	Maltomsted	Hawley	Mankato Area	Maple Lake	Maple River	Marshall	Marshall County Central	Martrin County West	Mastery School	Math & Science Academy	McGregor	Medford	Meeker-White Sp. Ed. Coop.	Metro Area	Menasha	Mesabi East	Metro Esu	Mid-State Ed. Dist.	Midwest Sp. Ed. Coop.	Milaca	Mitroy Area	Minnesota	Minnesota Internship Center	Minnesota Int'l. Middle School	Minnesota New Country School	Minnesota River Valley Ed. Dist.	Minnesota Valley Coop. Ctr.	Minniconka	Minnevaska Area	Monterideo	Monticello	Moorehead Area	Moose Lake	Mora	Morris Area	Mountain Iron-Ruhl	Mountain Lake	Murray County Central	Nashwauc-Keweenaw	Naytahwah Comm. School	Nerstrand Charter School	Nett Lake	Nevis	New Heights Charter School	New London-Spicer	New Umn	New York Mills	Nicollet	Noble Academy	Norman County East	North Branch Area	North St. Paul-Maplewood-	Okate	Northeast College Prep.	Northeast SC	Northfield	Northland	Northland Learning Center	Northwest SC	Northwest Sub. Int. Dist.	Nova Classical Academy	NRHGG	Odyssey Academy	Ogilvie	Onamia	Orono	Ortonville	Osakis	Osseo Area	Owatonna	Pact Charter School	Paladin Career & Tech H.S.	Park Rapids Area	Parkers Prairie	Parsons Prep. School	Paynesville Area	Pelican Rapids	Pequot Lakes	Perham-Dent	Pierz	Pillager	Pine City	Pine River-Buckus	Pipestone Area	Plainview-Elgon-Millville	Prairie Seeds Academy	Princeton	Prior Lake-Savage Area	Proctor	Randolph	Red Lake	Red Lake Falls	Red Rock Central	Red Wing	Redwood Area	Renville County West	Richfield	River Bend Ed. Dist.	Robbinsdale Area	Rochester	Rockford Area	Rocori	Rosau	Rosemount-Apple Valley-Eagan	Roseville Area	Rothsay	Round Lake-Brewster	Rogolom	RTR	Rum River Sp. Ed. Coop.	Rune Stone Area Ed. Dist.	Rush City	Rushford-Peterson	Sartell-St. Stephen	Sauk Centre	Sauk Rapids-Rice	Soboka	Shakopee	Sibley East	Sibley West	Win-E-Mac	Winona Area	Worthington	Wrightington	Wrenshall	Wright Technical Ctr.	Yellow Medicine East	Zumbro Ed. Dist.	Zumbrois-Mazeppa
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